



STATE OF MICHIGAN

RICK SNYDER  
GOVERNOR

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY

KEVIN ELSSENHEIMER  
EXECUTIVE DIRECTOR

July 28, 2016

**Q&A for Housing Choice Voucher Administration 2017/18 RFP (#063516B0008708)**

**Special Note:**

MSHDA may not be able to provide all 2<sup>nd</sup> quarter performance ratings for current Independent Contractors as required by the RFP. Determinations will be made prior to evaluation of RFP submissions on whether 2<sup>nd</sup> quarter performance ratings will be excluded during scoring and all applicants notified of this determination.

1. Is there an existing contractor or does MSHDA administer the HCV program in-house?  
If yes, who is the existing contractor?  
MSHDA has active contracts with 15 Independent Contractors to administer the HCV Program. [http://www.michigan.gov/mshda/0,4641,7-141-5555\\_44739---,00.html](http://www.michigan.gov/mshda/0,4641,7-141-5555_44739---,00.html)
2. Will MSHDA provide use of office space for those area where they currently have office locations?  
No. Selected Contractors must secure their own office space.
3. Who provides the software? MSHDA?  
The current software contract for the management of the HCV Program is Emphasys Software. MSHDA pays for the software.
4. How many HQS contractors does MSHDA have now? List in each region? How much is MSHDA paying? How many inspections per day?  
MSHDA has no contracts for HQS inspectors. The Independent Contractors administering the HCV Program are responsible for determining the appropriate number of HQS inspectors and inspections per day for their covered area. The Independent Contractor determines pay rates for their staff.
5. How many other contractors currently provide services for MSHDA's HCV program?  
MSHDA has active contracts with 15 Independent Contractors to administer the HCV Program. [http://www.michigan.gov/mshda/0,4641,7-141-5555\\_44739---,00.html](http://www.michigan.gov/mshda/0,4641,7-141-5555_44739---,00.html)
6. Who performs the quality control over the current HCV administration?  
MSHDA Rental Assistance & Homeless Solutions staff and Housing & Urban Development staff.

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7. The proposal states that the fee is \$25 per month per HCV participant. If density ratio is under 15%, you add \$1... Is this also per month? VASH additional \$1, is this also per month.

Yes, the increase is per month, but may be paid at different intervals as outlined within the RFP.

8. Page B-9 states that probationary agent's will get a flat fee of \$3,000 for Nov and Dec for travel and training. Will they also receive the \$25 per month per HCV participant during this time period?

The \$3,000 flat fee will be paid once per month for November and December for a total of \$6,000. As vouchers will not be assigned at this point, the \$25 per voucher pay rate is not applicable.

9. Why does B10 require the submission of a budget if MSHDA has set a fixed price?

The submitted budget is intended to demonstrate the Bidder's financial feasibility based on projected revenue and expenses.

10. On a monthly basis, how many vouchers does MSHDA have that are under contract and approved for payment?

Average for CY 2015 was 26,804. Current average for CY 2016 is projected at 27,300.

11. Our organization actively links those we serve to the HCV program through our local HARA in addition to assisting them with the recertification and application process once a household is pulled from the waiting list. Does this represent a conflict of interest that does not allow us to administer the HCV program or may we place protective measures in place to ensure a clear delineation of agency functions related to the HCV program?

MSHDA encourages all agencies with interest to submit applications as outlined within the RFP. Conflicts of interest will be determined and resolved prior to contract offers, when possible, and as they are identified should a contract be offered.

12. Our organization receives MSHDA ESG funding for shelter operations. Does this current funding relationship with MSHDA prohibit us from applying to administer the HCV?

MSHDA encourages all agencies with interest to submit applications as outlined within the RFP. Conflicts of interest will be determined and resolved prior to contract offers, when possible, and as they are identified should a contract be offered.



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13. Are there any other potential issues associated with a non-profit, housing service organization that may preclude our organization from applying not listed in the application?

MSHDA encourages all agencies with interest to submit applications as outlined within the RFP. Conflicts of interest will be determined and resolved prior to contract offers, when possible, and as they are identified should a contract be offered.

14. My question is in regard to the requirement for Cyber Security Insurance. Can this insurance be covered under an existing Liability Insurance policy or does it need to be a standalone policy? Since traditional general liability and property insurance policies typically exclude cyber risks from their terms, Bidders shall review the language specific to their policy/policies. If their existing policy/policies do not insure cyber risks, then an additional policy is required as outlined in the RFP.